



## JOB POSTING

### Background

Kibogora Polytechnic is a private faith-based higher learning institution owned by Free Methodist church in Rwanda accredited under license by Ministerial Order 07/2015 of 2015, published in Official Gazette 03/2015.

**POSITION: 4 TEACHING STAFF IN THE FACULTY OF EDUCATION**

### **Assistant Lecturer Post (I):**

Qualifications:

- Master's in Education (Educational management and Administration) from a recognized university
- Professional experience: 3 years of experience minimum teaching in higher learning institutions.

### **Assistant Lecturer/Lecturer Post (I):**

Qualifications:

- Master's /PhD in Biology from a recognized university
- Having a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.

### **Assistant Lecturer/Lecturer Post (I):**

Qualifications:

- Master's /PhD in Mathematics from a recognized university
- Having a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.

### **Assistant Lecturer/Lecturer Post (I):**

Qualifications:

- Master's /PhD in Computer Science, computer Engineering and Programming from a recognized university
- Having a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.

**POSITION: 8 TEACHING STAFF IN THE FACULTY OF HEALTH SCIENCES**

### **Assistant Lecturer/Lecturer Post (I):**

Qualifications:

- Master's/PhD in Biomedical Laboratory sciences; Medical laboratory sciences, Histotechnology, Immunology; Microbiology; clinical Biochemistry; from a recognized university
- Having a post Graduate diploma or certificate in learning and teaching in Higher Education (PGDLTHE) will be an advantage.

### **Key Role and Responsibilities:**

1. To participate actively in projects proposal and grants writing and research activities for the faculty development;
2. To use Moodle as a requirement in order to promote the Virtual Learning Environment (VLE);
3. To submit the course outline to the program leader for approval before he/she starts to teach the course;





4. To organize continuous assessment and final exam as required in the Academic Regulations;
5. To meet the course objectives as described in course outline;
6. To timely give feedback to students on their course work;
7. To evaluate and submit the examination marks and copies two weeks from the day of final exam;
8. To ensure quality is met in all teaching-learning and assessment including online module evaluation;
9. To provide students with relevant information as to what is expecting from them in order to facilitate their teaching and learning process;
10. To be fully involved in designing, implementing and evaluating the marketing strategies including student's recruitment and ensure better service delivery
11. To abide by the motto and values of institution (KP);
12. To fulfil other assignments upon the direct supervisor request

#### **Tutorial Assistant Post (2):**

Qualification:

- Bachelor Degree in Nursing from a recognized university
- Professional experience: one year of experience minimum Health related.
- Having fist class or second class upper division
- Having updated license delivered from NCNM

#### **Tutorial Assistant/Assistant Lecturer Post (2):**

Qualifications and experience:

- Education level: Bachelor Degree/Masters in Aneasthesia from a recognized university
- Professional experience: one year of experience minimum Health related.
- Having fist class or second class upper division
- Having updated license delivered from Rwanda Allied health professional council

#### **Tutorial Assistant/Assistant Lecturer Post (2):**

Qualifications and experience:

- Education level: Bachelor Degree/Masters in Dental therapy from a recognized university
- Professional experience: one year of experience minimum Health related.
- Having fist class or second class upper division
- Having updated license delivered from Rwanda Allied health professional council

#### **Lab technician Post (1):**

Qualifications and experience:

- Education level: Bachelor Degree/Masters in Biomedical Laboratory Sciences from a recognized university
- Professional experience: one year of experience minimum Health related.
- Having fist class or second class upper division
- Having updated license delivered from Rwanda Allied health professional council

Key Role and Responsibilities:

1. Tutoring students upon request from the department.
2. Assist students that are undertaking their projects, mostly those that need laboratory settings.
3. To contribute to the development of appropriate teaching materials in collaboration with the module leader;





4. To use Moodle as a requirement for all Academic teaching staff in order to promote the Virtual Learning Environment (VLE);
5. To acquire tutorial questions and case study problems from the program leader before he/she starts tutorial sessions;
6. To participate in the assessment process, using a variety of methods and techniques and provide effective, timely and appropriate feedback to students to support their learning.
7. To align teaching with stated course objectives as described in course outline;
8. To provide students with relevant information as to what is expecting from them in order to facilitate their teaching and learning process;
9. To engage in professional development to remain current and ensure application of recent advances in knowledge to teaching.
10. To abide on the motto and values of institution (KP);
11. To be a role model, approachable, helpful, and familiar with the course content and assignments assigned by conducting tutorials, computer labs or review sessions; Mark assignments and tests as well as managing the course/module grades; and then contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
12. To support the department by performing all other duties as assigned by supervisors.

### Application Instructions:

All interested candidates should submit their application (Motivation letter addressed to the Vice-chancellor of Kibogora Polytechnic, updated CV, Certified copies of Degrees, copy of ID, Proof of required working experience, certificates, and references) those who studied abroad should also submit their Degrees Equivalences through e-mail to [info@kp.ac.rw](mailto:info@kp.ac.rw).

The application deadline is **6<sup>th</sup> February 2024 at 5:00 PM**,

All attachments should be put together in one PDF file.

**Only shortlisted candidates will be contacted for test and interview.**

Done at Kibogora on January 30<sup>th</sup>, 2024

Dr. Dariya MUKAMUSONI, PhD  
Vice Chancellor of Kibogora Polytechnic

